

Editorial Assistant

Job Post Deadline Date

Tuesday, July 12, 2022

External Job Posting Date

June 28, 2022

Salary

\$3,423.21

Month

City of Job Vacancy

Lincoln

County

Lancaster

\$3,000 hiring bonus to join the Judicial Branch! The Judicial Branch is a state-funded Branch of Government that offers medical/dental/vision, \$20,000 free basic life insurance, state-matched 156% retirement plan, 13 paid holidays, earned paid vacation and sick leave, tuition reimbursement and more.

State of Nebraska Administrative Office of the Courts is seeking an **Editorial Assistant**.

This is a responsible position in assisting the Reporter of Decisions for the Supreme Court in all editorial functions relating to the release of opinions. Much of the work is performed by the independent action and judgment of the incumbent. Work is routinely reviewed by the Reporter for accuracy and adherence to standard procedures.

Work involves, but is not limited to, editing opinions as adopted by the Supreme Court and Court of Appeals and received by the Reporter's office, correcting errors in spelling, grammar, fact (where applicable), and citation style, reviewing footnotes in opinions for sequence and cross-references; and checking style for consistency with previously issued opinions. Verifying decisions, statutes, legal treatises, and propositions of law referred to in the opinions as to accuracy of citations and quoted materials, and their applicability to the opinions. Verifying syllabi statements with opinions; preparing syllabi headnotes. Consulting with the Reporter, law clerks, and author justices or judges on major alterations required in opinions. Preparing and typing cover sheet information from briefs and weekly minutes of opinions released. Reviewing office proofs and printer's proofs of the Nebraska Advance Sheets and Decisions of the Nebraska Court of Appeals prior to their publication. Proofing Nebraska Advance Sheets and Decisions of the Nebraska Court of Appeals prior to bound-volume publication. Second proofing opinions after finalization. Finalizing opinions by using word processing to incorporate editing marks on hard copy to electronic version of opinions; involves advanced use and knowledge of Microsoft Word. Knowing duties of other staff members and performing those duties when necessary. Performing other related tasks or duties as directed by the Reporter, or by an Assistant Reporter with the approval of the Reporter.

MINIMUM QUALIFICATIONS: Graduation from an accredited 4-year college or university preferred, supplemented by work experience relating to the legal or editorial field, or any equivalent combination of education and experience that provides the knowledge, ability, and

skills.

KNOWLEDGE, SKILLS AND ABILITIES:

- Superior knowledge of rules of grammar, spelling, punctuation, and legal citation style
- High degree of accuracy in proofreading and with details
- Knowledge of editing publications and of legal information channels
- Familiarity with the Internet
- Highly accurate typing
- Advanced word processing knowledge, preferably with experience using templates and macros
- Desktop publishing experience, preferably in Adobe InDesign
- Organizational and multi-tasking abilities
- Ability to hit multiple, recurring deadlines
- Recordkeeping skill
- Analytical comprehension
- Ability to maintain confidentiality
- Ability to communicate clearly and concisely, both orally and in writing

The Judicial Branch values our employees as well as a supportive environment that strives to promote diversity, equity, inclusion and belonging. We recruit, hire, train and promote in all job qualifications at all levels without regard to race, religion, sex, age, national origin, disability, marital status, sexual orientation or genetics. The Judicial Branch complies with Veterans Preference Laws.

Please visit <https://statejobs.nebraska.gov> to complete a State application.
